2010-2011 North Carolina Public Library Survey

Identification (#1-19)

1	Name of library system	_____
2	County(ies)	_____
3	Mailing address	_____
4	City (of mailing address)	_____
5	Zip code (5-digit standard)	_____
6	Zip code extension (4-digits)	_____
7	Street address	_____
8	City (of street address)	_____
9	Zip code (5-digit standard)	_____
10	Zip code extension (4-digits)	_____
11	Name of library director	_____
12	Library director's phone number (including area code; omit spaces and punctuation)	_____
13	Library administration's fax number (including area code; omit spaces and punctuation)	_____
14	Library director's e-mail address	_____

Person Completing Form

15	Name	_____
16	Title	_____
17	Phone number (including area code; omit spaces and punctuation)	_____
18	Fax number (including area code; omit spaces and punctuation)	_____
19	E-mail address	_____

Library Profile (#20-24)

Service Outlets

20	Number of central libraries	_____
21	Number of branch libraries	_____
22	Number of bookmobiles	_____
23	Number of other mobile units	_____

Service Hours

24	TOTAL hours open to public per year (add lines 152 for all locations)	_____

Library Staff (#25-36)

Personnel as of June 30, 2011

25	FTE librarians with MLS accredited by ALA	_____
26	FTE librarians with MLS not accredited by ALA	_____

27   TOTAL FTE MLS librarians (add lines 25 + 26)   _____

28   All other paid FTE staff (Including plant operations, security and maintenance staff)   _____

29   TOTAL FTE staff (add lines 27 + 28)   _____

Professional Salaries

30   Director's salary as of July 1, 2011   _____

31   Salary Range of Library Director Position   _____

32   Year of Appointment of Library Director   _____

33   Minimum MLS librarian salary as of July 1, 2011   _____

34   Minimum paraprofessional hourly rate - with high school diploma   _____

35   Minimum paraprofessional hourly rate - with 2 years of college   _____

36   Minimum paraprofessional hourly rate - with 4 year degree   _____

Operating Income (#37-47)

Local Government Funds

37   Municipal funds   _____

38   County funds   _____

39   TOTAL Local Income (add lines 37 + 38)   _____

State Funds

40   Aid to Public Libraries grant   _____

41   Other state funding   _____

42   TOTAL State Funds (add lines 40 + 41)   _____

Federal Funds

43   LSTA grants   _____

44   Other Federal funds   _____

45   TOTAL Federal Funds (add lines 43 + 44)   _____

Other Funds

46   Other funds (e.g. fines and fees, foundation grants, etc.)   _____

47   TOTAL Operating Income (add lines 39 + 42 + 45 + 46)   _____

Operating Expenditures (#48-63)

Personnel

48   Salaries and wages   _____

49   Employee benefits   _____

50   TOTAL Personnel Expenditures (add lines 48 + 49)   _____

Collection

51   Print Materials Expenditures   _____

52   Electronic Materials Expenditures   _____

| 53 | Other Materials Expenditures | _____ |
| 54 | Total Collection Expenditures (add lines 51 + 52 + 53) | _____ |

Other

| 55 | Other operating expenditures | _____ |
| 56 | TOTAL Operating Expenditures (add lines 50 + 54 + 55) | _____ |

Unencumbered Operational Balance

| 57 | Total unencumbered operational balance | _____ |

Capital

58	Local capital income	_____
59	State capital income	_____
60	Federal capital income	_____
61	Other capital income	_____
62	Total capital income (add lines 58 + 59 + 60 + 61)	_____
63	Total capital expenditures	_____

Collection (#64-83)

Print

64	Cataloged adult fiction books	_____
65	Cataloged adult non-fiction books	_____
66	TOTAL Cataloged Adult Books (add lines 64 + 65)	_____
67	Cataloged juvenile fiction books	_____
68	Cataloged juvenile non-fiction books	_____
69	TOTAL Cataloged Juvenile Books (add lines 67+ 68)	_____
70	TOTAL Book Volumes (add lines 66 + 69)	_____
71	Serial volumes	_____
72	GRAND TOTAL Book & Serial Volumes (add lines 70 + 71)	_____
73	Other Print Materials	_____

Electronic Materials

| 74 | Electronic Books (E-Books) | _____ |

Licensed Databases

75	Local	_____
76	NC LIVE	_____
77	Other cooperative agreements	_____

Non-Print Materials

78	Audio - physical units	_____
79	Audio - downloadable titles	_____
80	Video - physical units	_____
81	Video - downloadable titles	_____

| 82 | Other Non-Print Materials | _____ |

Current Serial Subscriptions

| 83 | Current Print Serial Subscriptions | _____ |

Service Measures: Circulation (#84-103)

Circulation by Format

84	Adult Fiction Books	_____
85	Adult Non-Fiction Books	_____
86	TOTAL Adult Books (add lines 84 + 85)	_____
87	Juvenile Fiction Books	_____
88	Juvenile Non-Fiction Books	_____
89	TOTAL Juvenile Books (add lines 87 + 88)	_____
90	TOTAL Book Circulation (add lines 86 +89)	_____
91	Periodicals	_____
92	Other Print Materials	_____
93	TOTAL Print Circulation (add lines 90 + 91 + 92)	_____
94	Audio	_____
95	Video	_____
96	Other Non-Print Materials	_____
97	TOTAL Non-Print Circulation (add lines 94 + 95 + 96)	_____
98	TOTAL Circulation (add lines 93 + 97)	_____

Circulation by Location

99	Grand Total Circulation: Central Library	_____
100	Grand Total Circulation: Branches	_____
101	Grand Total Circulation: Bookmobiles	_____
102	Grand Total Circulation: Other	_____
103	TOTAL Grand Total Circulation (add lines 99 + 100 + 101 + 102) *Note: #103 must be equal to #98.*	_____

Other Service Measures (#104-128)

Registered Borrowers

104	Number of adults	_____
105	Number of juveniles	_____
106	TOTAL Registered Users (add lines 104 + 105)	_____

Attendance in Library

| 107 | Number of persons entering library during the year | _____ |

Programs

| 108 | Number of adult programs - in library | _____ |
| 109 | Number of adult programs - outside library | _____ |

110	Number of children's programs - in library	_____
111	Number of children's programs - outside library	_____
112	Number of young adult programs - in library	_____
113	Number of young adult programs - outside library	_____
114	TOTAL Programs (add lines 108 + 109 + 110 + 111 + 112 + 113)	_____
115	Adult program attendance - in library	_____
116	Adult program attendance - outside library	_____
117	Children's program attendance - in library	_____
118	Children's program attendance - outside library	_____
119	TOTAL Children's program attendance (add lines 117 + 118)	_____
120	Young Adult program attendance - in library	_____
121	Young Adult program attendance - outside library	_____
122	TOTAL Young Adult program attendance (add lines 120 +121)	_____
123	TOTAL Program Attendance (add lines 115+ 116 + 119 + 122)	_____
124	Meeting Room Use (Non-library)	_____
125	Meeting Room Attendance (Non-library)	_____

Reference Transactions

126	Number of reference questions	_____

Interlibrary loans

127	Number of items loaned	_____
128	Number of items borrowed	_____

Electronic Technology (#129-134)

Services

129	Library's Home Page Address	_____

Number of Internet Terminals

130	Number used by staff only	_____
131	Number used by general public	_____

Users

132	Number of users of Internet Computers in a year	_____
133	Remote OPAC Sessions	_____
134	Virtual Visits	_____

Branch Information (#135-159)

To add a new library outlet or change the name of an existing outlet, you must contact Laura O'Donoghue, State Data Coordinator, at 919-807-7419.

135	Name of branch	_____
136	Mailing address	_____

137 City   _____

138 Zip code (5-digit standard)   _____

139 Zip code extension (4-digits)   _____

140 Street Address   _____

141 City (of street address)   _____

142 Zip code (5-digit standard)   _____

143 Zip code extension (4-digits)   _____

144 County   _____

145 Phone number (including area code; enter numbers only)   _____

146 Fax number (including area code; enter numbers only)   _____

147 Name of librarian or branch head   _____

148 Email address   _____

149 Building square feet   _____

150 FTE staff   _____

151 Hours of operation   _____

152 Public Service Hours Per Year   _____

153 Number of Weeks Library Outlet is Open   _____

154 PLSC ID   _____

155 PLSC SEQ   _____

156 LIB ID   _____

157 Outlet type code   _____

158 Number of bookmobiles (when outlet type code = BS)   _____

159 Metropolitan status code   _____

PLSC Codes (#160-168)

These items are used to identify characteristics of the library for comparative analysis. These values will not usually require changes from year to year. If you do change an item, please include a note on the STATE tab for that item, explaining the reason for the change.

160 PLSC ID   _____

161 LIB ID   _____

162 Interlibrary Relationship Code   _____

163 Legal Basis Code   _____

164 Administrative Structure Code   _____

165 PLSC Public Library Definition   _____

166 Geographic Code   _____

167 Legal Service Area Boundary Change   _____

168 Population of the Legal Service Area   _____